

Minutes of the Regular Town Board Meeting of  
July 1, 2008

Chair Stebbeds called the special Town Board Meeting to order at 5:00 p.m. with all supervisors present.

Motion by Cottingham second by Hapka to approve the agenda. Ayes 5. Noes 0. Motion carried.

MSA Professional Services presented an up-to-date general overview of items regarding the new public works garage. Note: MSA minutes are attached.

Recess

Chair Stebbeds called the regular Town Board meeting back to order.

Motion by Starke second by Cottingham to approve the minutes of June 17<sup>th</sup>, 24<sup>th</sup>, and the 25<sup>th</sup>. Ayes 5. Noes 0. Motion carried.

Lakewood Lane was discussed regarding the ditches and rising fuel costs for Gensler Excavating. The Board determined that this was never a contract with the Town, but rather with Scott Soder. Permission of a \$10,00 draw from the contract will need to be permitted by Mr. Soder.

Motion by Cottingham second by Starke to permit the placement of two buoys, stating "Caution Zone", in the Laurel Lake Channel. Ayes 5. Noes 0. Motion carried. Note: Buoys will be registered with the DNR and will be placed at each end of the existing four black and white buoys, which are currently there in the channel.

2-Lot Subdivision, Steve Bozic, Gov's Lots 2 & 3, Section 29, T 39 N, R 11E, Located on Round Lake, TL 1267-6, was discussed and no action was taken. Topics were discussed regarding possible removal of the septic tank, possible problems with the existing drain field, and other possible problems that may exist with the subdivision. The clerk and a member from the zoning advisory committee would compose a letter stating all concerns.

Motion by Hapka second by Starke to approve the new agent, John Kuglitsch, for Billy's Third Hole combination class "B" liquor license, pending and subject to meeting all state, county and local laws. Ayes 5. Noes 0. Motion carried.

The agenda for the July 8<sup>th</sup> meeting was discussed. Topics that will be on the agenda will be building permit process, inspection and enforcement. Three elements of law will be addressed: state, county and local.

Maple Lake was the focus of discussion regarding public beaches and private piers. Kay Coats debated whether or not the property in-between Lake Shore Drive and Maple Lake was owned by the Town. Duane Bonack stated that he would be willing to pay for a survey of his property.

The current property owners in this particular area are not assessed as waterfront parcels. No Board action was taken.

Motion by Hapka second by Garbowicz to approve the payment of bills. Checks # 17307-17362 were used to pay expenses in the amount of \$49,272.75. Checks #1728-17306 were used for the bi-weekly payroll in the amount of \$23,768.80. The electronic payment of payroll taxes was \$6,609.62. Ayes 5. Noes 0. Motion carried.

Motion by Cottingham second by Hapka to adjourn. Ayes 5. Noes 0. Motion carried.

Courtney Peterson  
Town Clerk.



**PROFESSIONAL SERVICES**

TRANSPORTATION • MUNICIPAL  
DEVELOPMENT • ENVIRONMENTAL

**Design Phase Meeting  
Tuesday, July 1, 2008 at 5:00 p.m.  
At the Three Lakes Town Hall**

**Project:** Three Lakes Public Works Garage  
**Owner:** Town of Three Lakes  
**Architect:** MSA Professional Services, Inc.  
**Present:** Town Board, Courtney Peterson, Tim Rutzen, Brian Slizewski, Jim Bollmann and Al Szymanski.

**Notice:** These minutes are issued to serve as a general overview of the items discussed at the subject meeting. Any discrepancies should be brought to the writer's attention.

**Minutes:**

- 1) Schedule:
  - a) MSA is on schedule with plan development.
  - b) The Ad for Bid has been published.
  - c) The schedule is still as identified on the Schedule prepared by MSA dated June 13, 2008.
  - d) Bid opening will occur July 31, 2008 at 3:00 PM. Jim Bollmann, Courtney, and Junior will be at the bid opening. Other Board members are welcome to attend.
- 2) Bids will be taken for a single lump sum base bid and one alternate bid. The alternate bid is to install metal liner panel on the walls and ceiling in the garage. The Board was okay with having this alternate bid in lieu of including the work in the base bid.
- 3) The cost estimate is on target with the exception of the recent and ongoing material price increases.
  - a) \$825,000 April 10, 2008 construction estimate
  - b) \$11,000 add for liner panel (Being bid as an Alternate)
  - c) \$20,000 add for energy recovery units
  - d) \$700 add to demo price per Town
  - e) \$856,700 new total as of April 21, 2008 estimate
  - f) ???????? Increases due to steel and other material cost increases.
- 4) Plans changes made per last week's Board decisions:
  - a) No future expansion.
  - b) No future sprinkler system.
- 5) Direct purchase of materials: The Town Board decided they do not want to direct purchase materials to save sales taxes. They felt it was not worth the risk.
- 6) Property Insurance (Builders Risk Policy): The Board decided the policy shall be carried by the Contractor.

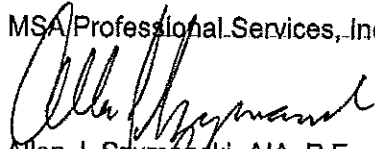
**Design Phase Meeting  
Three Lakes Public Works Garage  
Tuesday, July 1, 2008 at 5:00 PM  
Page 2 of 3**

- 7) Inspection and Testing: The Town shall hire MSA and Nummelln directly for compaction and soils testing.
- 8) Cost of temporary services – Town or Contractor to pay? The Board made the following decisions:
  - a) Electric – The contractor shall pay the cost.
  - b) Water – The contractor can use the water on site and the Town will pay the cost.
  - c) Gas for heat – The contractor shall pay the cost.
  - d) Toilets – The contractor can use the existing Town Shop toilet room.
- 9) Project sign: Do not include in the project.
- 10) Construction fence: The Town will be responsible for the fence. They will use the existing chain link fence that already surrounds the site and they will supplement that as needed to keep the site enclosed.
- 11) Energy Recovery Unit: It has a 3 ½ year payback.
- 12) The building occupant load as calculated by the State Building Code is approximately 63 people. The Code allows us to size the number of plumbing fixtures based on up to half the calculated occupant load. Beyond that a letter from the Owner stating the actual occupant load is required to justify the number of plumbing fixtures provided. The one unisex toilet room designed into this project can accommodate up to 15 employees. Courtney will write a letter from Town to the Department of Commerce stating the number of employees in the building will not exceed 10.
- 13) Asbestos in the existing building: The Town has already removed the windows.
- 14) Exterior light levels: compact fluorescent light fixtures are specified for the building exterior. The light level equivalent is 50 watt metal halide. The Board is okay with the use of the compact fluorescent light fixtures.
- 15) Progress drawings: I handed out a copy of the progress drawings to everyone. We briefly reviewed the progress set of drawings. There were no changes. Brain and Tim will review the drawings over the next few days and call me with any changes or comments.
- 16) Welding Exhaust Hood: Tim wants the hood to be flexible so it can be positioned down at the welding surface of the welding bench.
- 17) Contractors: If there are local contractors, the Town shall make a point to personally inform them of this project. Not everyone watches the newspaper for the Ad for Bids.

**Design Phase Meeting**  
**Three Lakes Public Works Garage**  
**Tuesday, July 1, 2008 at 5:00 PM**  
**Page 3 of 3**

Written By:

MSA Professional Services, Inc. \_\_\_\_\_



Allen J. Szymanski, AIA, P.E.  
Architect / Structural Engineer

AJS:

cc: Courtney Peterson, Town of Three Lakes Clerk  
Jim Bollman, MSA  
Tim Rutzen, Town of Three Lakes  
Brian Slizewski, Town of Three Lakes